

Training Copy for Web

Questions, check with Chair or Co-chair

START OF DAY PROCEDURES—8 STEPS

1. Laptop Setup

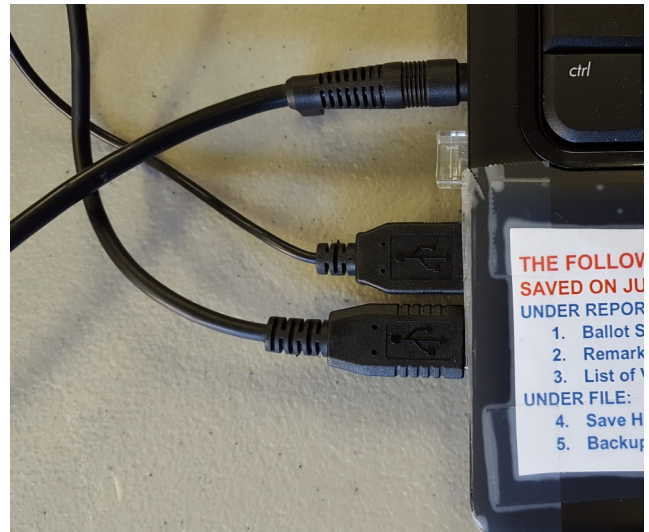
- Make sure you have all equipment in laptop bag

- 1) Laptop
- 2) Power Cord
- 3) Magnetic Strip Reader
- 4) Mouse
- 5) Mouse Pad

- Plug power cord into laptop and electric supply

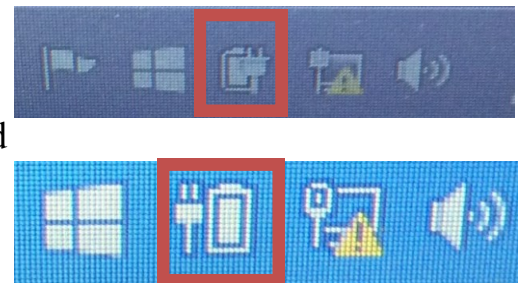
- Plug magnetic strip reader and mouse into laptop (See picture above)

- **NEW Attach Magnetic Strip Reader to the Velcro at the top of the screen**



2. Logging into Laptop

- Open laptop cover and press power button
- Enter **Laptop Logon Password found on Page 2** and press **Enter** key to open Windows Desktop
- Check **Power Status** - check for this icon to make sure you have power, and not running on battery.



Note: **Plug power immediately. Thumb Drive may not read if power is drained.** (May take up to 10 minutes before can open thumb drive)

3. Open “Thumb Drive”

- Once “logged in”, put Thumb Drive in to USB port.

Blue light will blink on Thumb Drive if plugged in properly



**LEAVE THUMB DRIVE PLUGGED IN
UNTIL CLOSING PROCEDURES ARE COMPLETED.**

Passwords

Laptop Logon password (case sensitive)

Thumb drive password (case sensitive)



E Poll Book Encryption password (case sensitive)

E Poll Book User name (case does not matter)

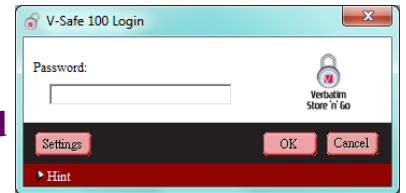
User password (case sensitive)

Protect laptop and thumb drive. Please keep it in a safe place until Election Day.

Tell no one your passwords.

Do not allow any other thumb drive or device other than what we provided to be plugged into laptop.

- ❑ Click “Open Folder to View files” to see (D:) folder in the “Thumb drive”
- ❑ Double click on “V-Safe100” Program
- ❑ Click in password box and enter **Thumb Drive Password** then click “OK”



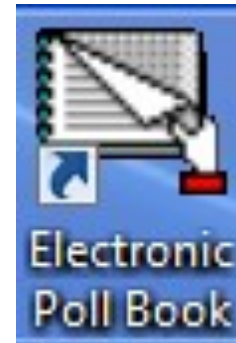
You have now opened the “Privacy Zone”

- ❑ Minimize the Privacy Zone Open Folder.



4. Open E Poll Book Program

- ❑ Double click “Electronic Poll Book” icon
- ❑ Type **Encryption Password** and press “Enter”
- ❑ Type **User Name** and press “Tab” key
- ❑ Type **User Password** and press “Enter”
- ❑ You should now be in E Poll Book. Verify that the precinct number in the top bar in the center is correct for your location.

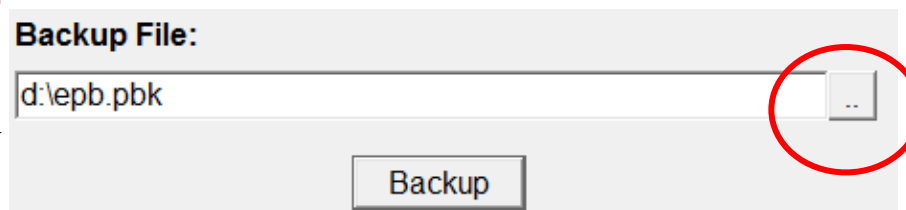


5. Perform First Back Up

- ❑ Click on flashing “Backup Overdue!” message
- ❑ Click button for **the first back up only** to confirm **“PrivacyZone” folder is selected**



Note: Some laptops will display e:\ or f:\ to show backup file



- ❑ Click “Save” until you return to E Poll Book main screen
- ❑ Click “Backup” Button
- ❑ Click “OK” Button

6. Change Your Password

- ☐ Select “Sys Admin” at top of screen, and select “Change My Password”
- ☐ Enter old password and new password twice (**at least 8 characters with at least 1 upper case, 1 lower case, and 1 number (For example: your street address)**)
- ☐ Click “OK”

7. Add Additional User Accounts

- ☐ Add Additional Poll Workers who may use the E Poll Book during the day
- ☐ Select “Sys Admin” at top of screen, and select “User Administration”
- ☐ Select “new” and then enter user name for new worker – no spaces allowed
- ☐ Click box for “Admin user”
- ☐ Allow user to create their own password that must be at least **8 characters with at least 1 upper case, 1 lower case, and 1 number**

8. Add a General Comment that you have completed opening procedures (See Page 7 for more detail)

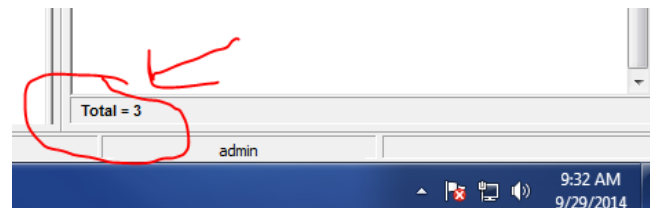
- ☐ Click “General Remarks” box
- ☐ Click NEW
- ☐ Type Comment like “Open Procedures completed. Logged in as (your name)”
- ☐ Click “OK”
- ☐ Click “Close” to close the Remarks Screen

For the rest of the day, User should sign in using their own user name and password.

During the Day

Switching E Poll Book User During the Day

- ☐ Select “File” and “Log Out” at the top of screen.
- ☐ Using **User Own Name and Password**
- ☐ Click Enter



- ☐ **Provide TOTAL # of VOTERS to assist with Ballot Balance every hour or less, and whenever there is a tabulator jam.** Count is the largest number on List of Voters on the right side..

PROCESSING VOTERS - 3 Steps Process for Every Voter

1. Verify Voter Identity

- ❑ If ID is provided, use it to verify ONLY same face and name

If voter lacks any of approved list of ID, make sure they should have been asked by the Application Inspector to complete the Affidavit on the back of their Application to Vote

- ❑ Find voter in the E Poll Book by swiping Michigan State ID or typing last name, first name
- ❑ “Lock” in voter if you looked them up by typing name.
- ❑ Compare the **Day and Month of birth** and **address** on the Application to Vote to the **E Poll Book**

If you need to perform an action for this voter, such as issuing or spoiling a ballot, then you must first **LOCK THIS VOTER** by clicking this button:

Lock this voter record

2. Check Voting Status

- ❑ Check for any messages reported in the Voting Status Box for a selected voter

This Precinct Other Unlisted	
These voters are located within the selected inner precinct:	
Voter Name	DOB
▶ ? Mcqvf, Alexander Jon	12/11/1928
? Mcqvf, Barbara Elise	2/8/1942
Mcqvf, Carlin Lindsey	6/1/1985

Absentee Ballot [00000103] sent by clerk--Voter must surrender ballot or submit affidavit.

VOTING STATUS: Did not vote in precinct.

Absentee Ballot sent/received by Clerk, then, **DO NOT** issue a ballot because the AV ballot mailed to them was received by the City Clerk

Absentee Ballot sent by Clerk, then the AV ballot must be surrendered; write “Canceled – voted in person” on surrendered AV ballot -OR if voter does not have their absentee ballot, get Chair to contact Clerk Office (see Troubleshooting Guide)

For other messages follow instructions on back of the job card, and also listed in Troubleshooting Guide

3. Issue Ballot

- ☐ Return ID to the Voter
- ☐ Click on ballot button to be issued, 99% of the time it will be **Regular Ballot**
Do not issue any other type of ballot, without approval of the chairperson

The image shows two side-by-side panels. The left panel, titled 'Issue a ballot', contains four buttons: 'Regular ballot' (circled in red), 'Provisional (affidavit) ballot', 'Provisional (envelope) ballot', and 'Challenged ballot'. The right panel, titled 'Other actions', contains three buttons: 'Record an absentee ballot', 'Spoil a ballot', and 'Reject a ballot'.

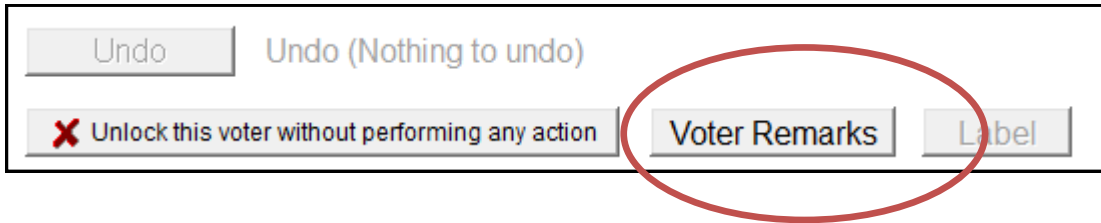
- ☐ Confirm with Ballot Inspector, ballot number listed (every time)
- ☐ If field blank or incorrect, click in the **box and record ballot number** to change the ballot number or click the up or down arrows next to the box.

The image shows a dialog box titled 'Issue a ballot'. It contains the text 'You are about to issue a Regular Ballot to:' followed by a text field containing 'Mcqvf, Linda Arlene' and a date field containing '9/10/1941'. Below this, it says 'This ballot number will be assigned:' followed by a text field and a spinner control (circled in red). At the bottom are 'OK' and 'Cancel' buttons.

- ☐ When the number is **confirm with the Ballot Inspector**, click “OK” button,

4. Record Remarks (If Necessary)

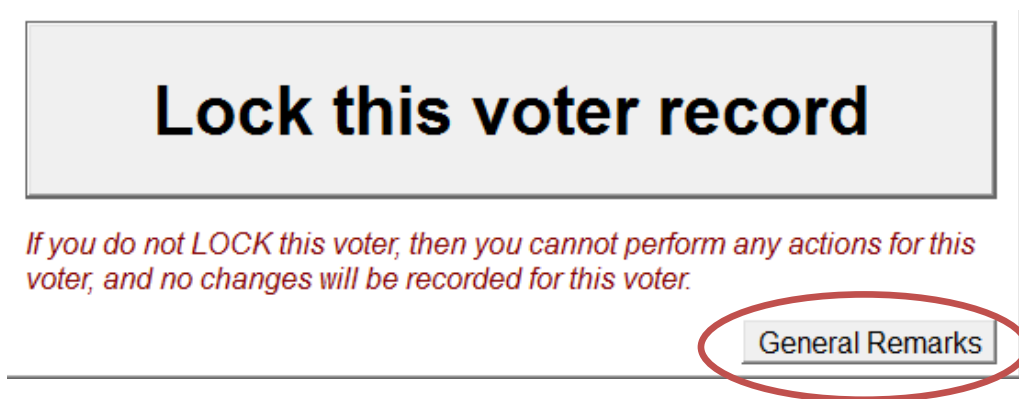
VOTER REMARKS need to be recorded, if any special or additional actions occurred in regards to an individual voter like the reason the voter was challenged or surrendered an AV ballot.



- ❑ Voter record must be “locked” first, then click “**Voter Remark**” button
- ❑ Type comments clear enough that someone who is not there would understand, and ONLY related to the action taken. No personal comments about the voter.

GO ON TO THE NEXT VOTER

GENERAL REMARKS need to be recorded to note anything noteworthy like when E-Poll Book operators changed or if poll challengers visits **At least one general remark** needs to be recorded on an Election day.



- ❑ Click “**General Remark**” button or the “F4” function key
- ❑ Type comments clear enough that someone who is not there would understand, and ONLY related to the action taken. Include the time if you are not entering the remark right after the incident, and names of anyone else involved.

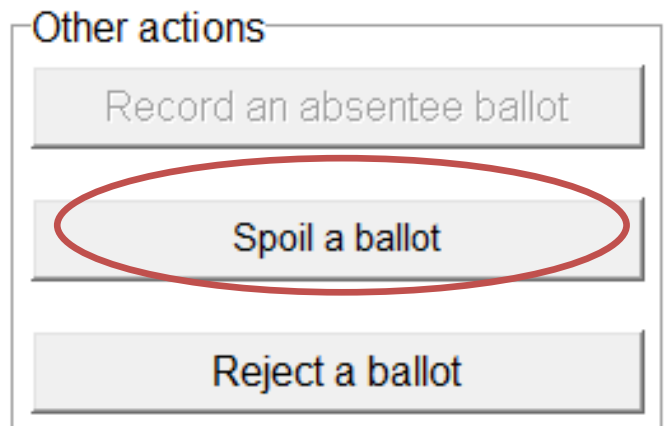
Ward 1 - Precinct 01 SPOILED BALLOTS PROCEDURES

A voter who spoils his/her ballot may obtain a new one.

Instruct the voter to return his/her ballot to the secrecy sleeve, and keep the old ballot from being seen during this process

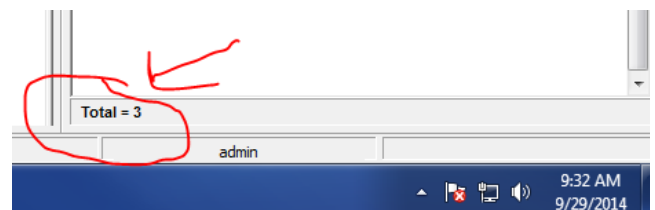
The **Ballot Inspector or someone else** will stamp the word “SPOILED” on the ballot (not the stub), detach the stub and place both the spoiled ballot and the stub in the envelope marked “SPOILED OR DEFECTIVE BALLOTS.”

- ☐ E Poll Book Inspector will look voter up again in E Poll Book,
- ☐ Click “**Lock this Voter Record**” button
- ☐ Click “Spoil a ballot”
- ☐ Click “OK”
- ☐ **Lock voter record again** and click type of ballot to be issued.
- ☐ Ballot Inspector needs to cross out the old ballot number and write the new ballot number on the **Application to Vote**



DURING THE DAY

- ☐ Don't let laptop “fall sleep,” every 5 minutes or less you need to touch the mouse or keyboard.
- ☐ **Every hour or less**, provide the chair with the total number of votes to see if it matches up with the number of ballots counted in the tabulator.



Voter tally is located at the right side.

- ☐ When switching users, logout and have other user logon

Make sure other user account has been created (see start of day)

Select “File” at top of screen and select “Logout”

Current user will enter user name and password

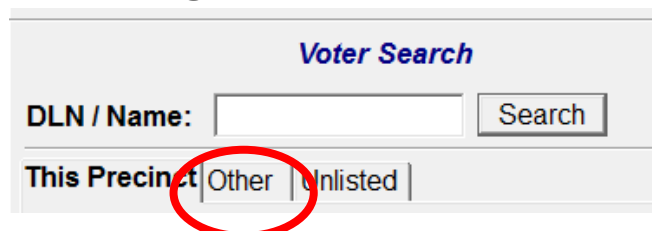
- ☐ Make sure to perform backup when flashing on screen by clicking blinking “**Backup Overdue!**” throughout the day, about every 15 minutes



E Poll Book Troubleshooting

Voter not found in Precinct

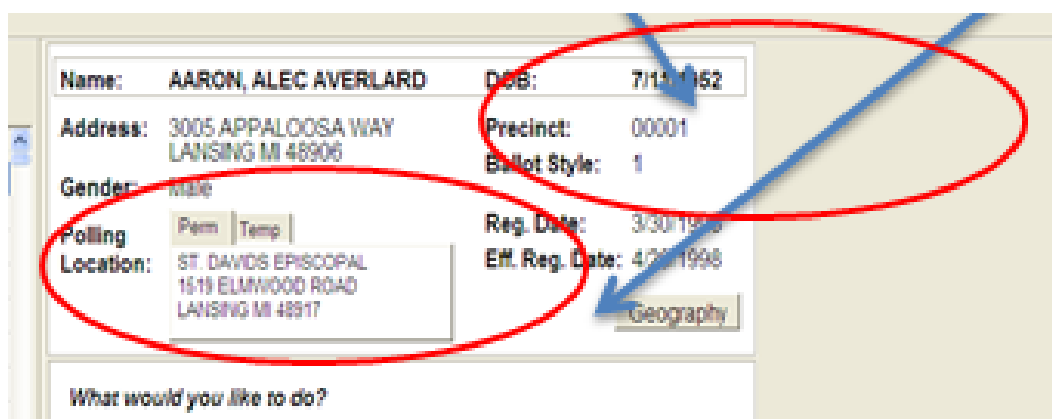
If voter is not found in the precinct, then



- ❑ Click the “Other” tab to look for the voter in the entire City of Lansing voter database
- ❑ Double check spelling or if voter has hyphenated name, prefix or suffix, name change, etc.

If voter is listed in the database in another precinct , then follow these four steps.

1. Precinct Number and location will appear at the top of the screen



2. Refer voter to another election inspector who can provide directions
3. Inspector will provide voter with “Fast Track” Pass so they can go to the front of the line at another precinct
4. Remember to **click Precinct tab before searching** for the next voter.

REMEMBER: if “regular ballot” is gray, sent the voter away. Do not let voters from other precincts vote in your precinct; send them to their correct precinct.

If voter is not found in the other database, please refer to Chairperson or Co-chairperson to contact City Clerks Office at **483-4133** to check state-wide voter list.

If the Wrong Ballot # is Entered

If you type the wrong ballot number, then

Click Voter Remark or General Remark, and note the correct ballot number.

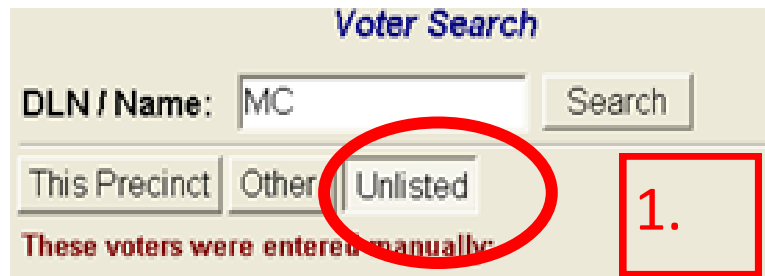
Adding a Voter to the Database

DO NOT COMPLETE THESE STEPS WITHOUT PERMISSION OF THE CHAIR/CO-CHAIR/SUPER CHAIR OR CLERK STAFF

ONLY If a Chair/Co-Chair/Super Chair or Clerk Staff request for you to add someone to the voter database , then follow these steps:

To add a Voter before issuing a ballot

1. Click “Unlisted” Tab



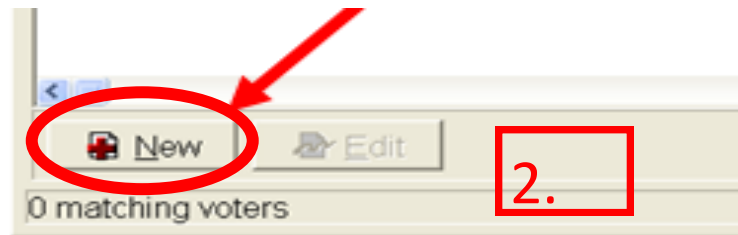
Voter Search

DLN / Name: MC Search

This Precinct Other **Unlisted**

These voters were entered manually:

2. Click “New” Button

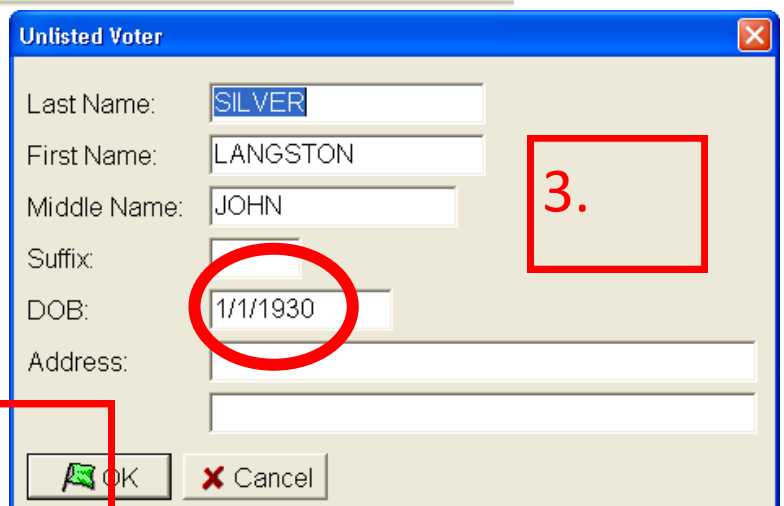


< >

New Edit

0 matching voters

3. Add Voter Name and Date of Birth



Unlisted Voter

Last Name: SILVER

First Name: LANGSTON

Middle Name: JOHN

Suffix:

DOB: 1/1/1930

Address:

OK Cancel

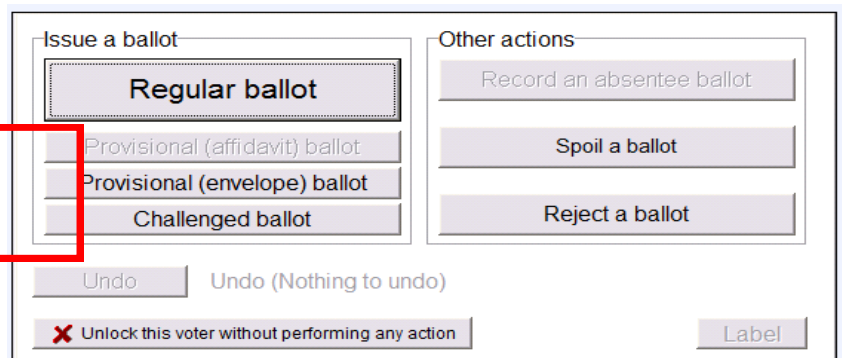
4. Click “OK”

5. Click “Lock This Voter Record”

6. Select type of ballot to be issue per instruction of the Chair

7. Enter Ballot Number provided by Ballot Inspector

* Please note that you will need switch back “This Precinct” tab and retype ballot number for the next voter.



Issue a ballot

Regular ballot

Provisional (affidavit) ballot

Provisional (envelope) ballot

Challenged ballot

Undo Undo (Nothing to undo)

Unlock this voter without performing any action

Label

Other actions

Record an absentee ballot

Spoil a ballot

Reject a ballot

E POLL BOOK END OF DAY GUIDE

After the polls have closed, you will save 4 reports to the Privacy folder in “thumb” drive

1. Create Ballot Summary Report

- ❑ Click on “Reports” at top of screen
- ❑ Click “Ballot Summary” option

Line A. Do not change without permission of Clerk’s Office. If blank, notify Chairperson .

- ❑ Press “Tab” button on keyboard

Only if “Ending No.” is blank, then enter the highest ballot number you were assigned

- ❑ Press "Tab" button on keyboard
- ❑ **Line D,** enter the number of votes displayed on the Tabulator.
- ❑ Press "Tab" button on keyboard
- ❑ **Line F,** Does it match number of ballots in the Spoiled Ballot Envelope?. If not, notify Chair immediately (See Trouble Shooting Guide)
- Line G** is already filled. It is the number of rejected ballots (voters whose right to vote was taken away because of their actions at the polling place)
- ❑ **Line H,** enter 0 unless you had to duplicate any ballots at the end of the day

- ❑ Press "Tab" button on keyboard

- ❑ **Line I** is already filled. Verify the number matches the number of provisional envelope ballots issued.

MORE FUN!!!ALMOST DONE!!

Ballot Summary Report

Close

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of ballots delivered to precinct.

Style	Starting No.	Ending No.	Count	Delete
A	00000001	00000200	200	

Total = 200

Number of AV return envelopes received by board 0

C. Total 200

NUMBER OF BALLOTS AT CLOSE OF POLLS:

D. Number of ballots tabulated (Enter Tabulator Public Counter reading) 15

Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason 0

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots) 2

G. Number of ballots rejected 0

H. Number of ballots used by election inspectors for ballot duplication 0

I. Number of PROVISIONAL "envelope" ballots issued 1

J. Number of UNUSED BALLOTS:

Style	Starting No.	Ending No.	Count	Delete
J	00000017	00000200	184	

Total = 184 200

K. Total of Lines D, E, F, G, H, I and J 202

L. Difference 0

Preview

Ballot Summary Report Continue

- ☐ Scroll Down Screen to see Line J

Line J, enter information about the ballots you have not used

- ☐ Leave the Style box blank
- ☐ Click in box below “**Starting No.**”
- ☐ Enter the **next** ballot number you have available
- ☐ Press "Tab" button on keyboard
- ☐ Enter the highest ballot number you were assigned under “**Ending No.**”
- ☐ Press tab button twice
 - ☐ **Only if you have separate sequences of unused ballots**, then press tab again until you get a new line; enter the additional starting and ending ballot number on a separate line
- ☐ **Line L, is it 0 (zero)?**

Style	Starting No.	Ending No.	Count
	00000017	00000200	184

Total = 184

200

202

L. Difference 0

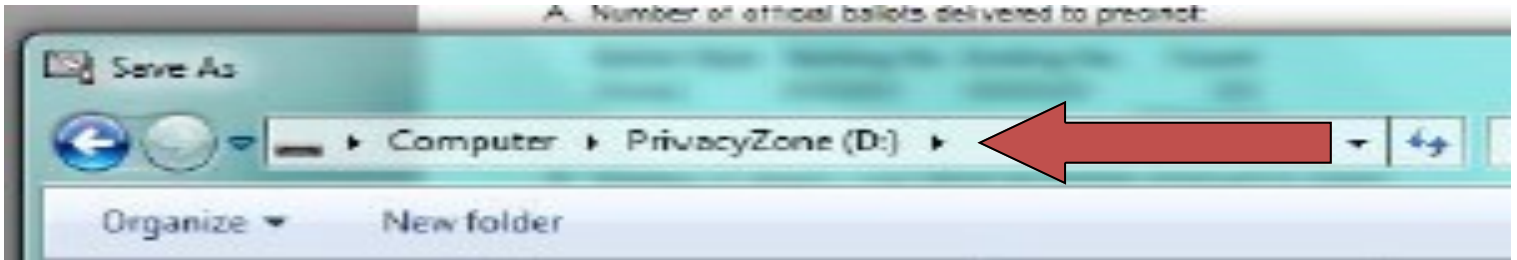
- ☐ If yes, then click “Preview” at the bottom

*******If Line L is not zero, you must determine why and correct the error. Follow these 3 steps.**

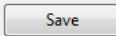

1. If you have problems balancing the totals, consult the Troubleshooting Guide End of Day Section and follow procedures
2. Chairperson should call your Super Chair and the City Clerk’s Election Unit at SWOC at 483-4485 for further instructions and assistance
3. **No one worker should leave the precinct until trouble shooting procedures are completed.**

Save “Ballot Summary” Report to Privacy Folder


- Click  icon in the top left corner

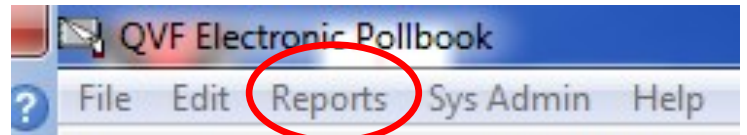


Confirm that file is being saved in the “PrivacyZone” See above.

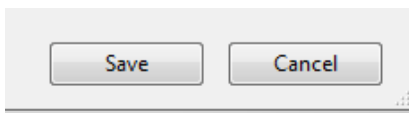
- Click “Save” button 
- Click “Close” button in upper right corner of preview 
- Click “Close” button on ballot summary report screen

2. Save “Remarks” Report to Privacy Folder

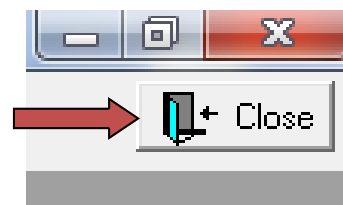
- Click on “Reports” in top left corner
- Click “Remarks” Option
- Make sure all appropriate remarks were made. Make sure they are understandable to someone who was not there
- Click on  in the top left corner to save report in the Privacy Zone
- Make sure “PrivacyZone” shows at the top of Save As box. See above. If not, you must open the PrivacyZone folder in the D Drive



- Click “Save” button

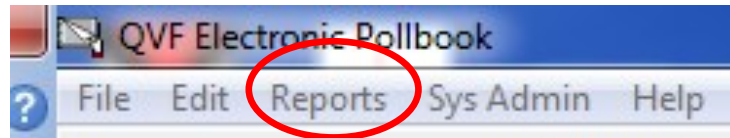


- Press “close” button in upper right corner




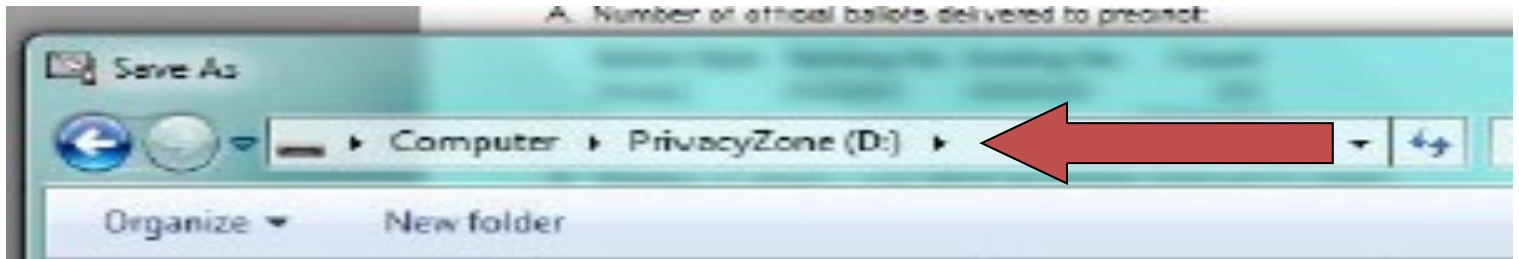
3. Save “List of Voters” Report

- ❑ Click on “Reports”



- ❑ Click “ List of Voters”

- ❑ Click on  in the top left corner to save report in the Privacy Zone

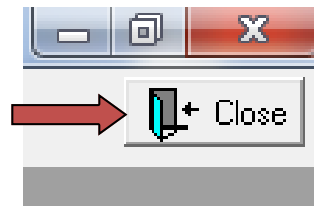


- ❑ Make sure “**PrivacyZone**” shows at the top of Save As box.

- ❑ Click “Save” button




- ❑ Press “Close” button in upper right corner



4. Save “Activity Log” Report

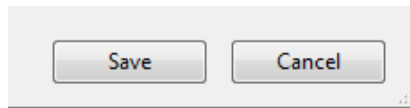
- ❑ Click on “Reports”

- ❑ Click “  Activity Log”

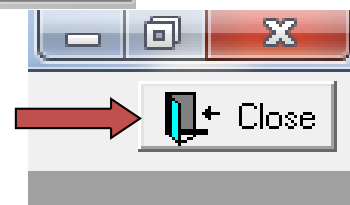
- ❑ Click on  in the top left corner to save report in the Privacy Zone

- ❑ Make sure “**PrivacyZone**” shows at the top of Save As box. See above

- ❑ Click “Save” button

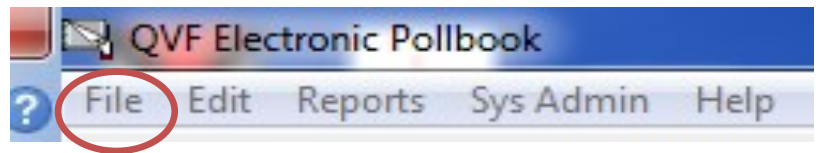


- ❑ Press “Close” button in upper right corner



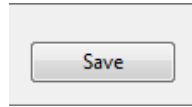
5. Save “Voter History Record”

☐ Click on “**File**”

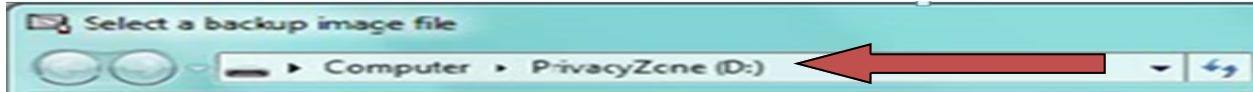


☐ Click “Save History ”

☐ Click “Save”



- ☐ Make sure “**PrivacyZone**” shows at the top of Save As box. See below. If not, you must open the **PrivacyZone** folder and



6. Perform a Final backup

☐ Click “Backup Overdue: box, even if blank

☐ Click “Backup” button

☐ Click “Yes”

☐ Click “OK”



7 Confirm all Reports are Saved in Privacy (Please Check each box as you confirm)

- ☐ Click folder at the bottom of the screen to open D or E or F Drive folder

1. ☐ Activity Log Report

2. ☐ Ballot Summary

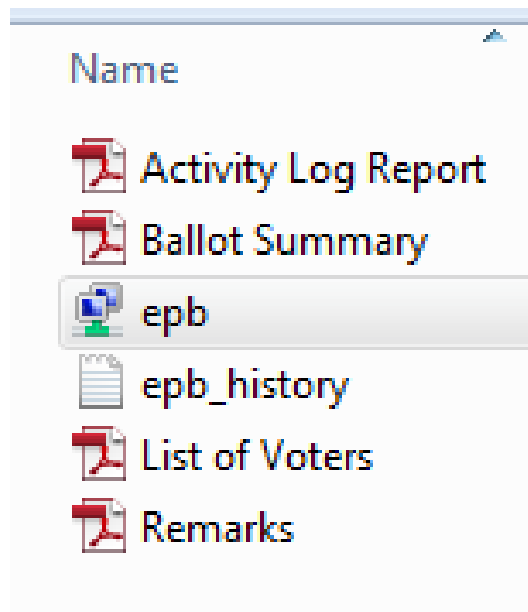
3. ☐ epb

4. ☐ epb_history

5. ☐ List of Voters

6. ☐ Remarks

7. ☐ Logout Privacy Zone



7. Shut down E Poll Book

- ❑ Receive Approval from Chairperson to shut down computer
- ❑ Click “File” and then “Exit”
- ❑ Click Microsoft logo (Circle in the lower left corner of the screen)
- ❑ Click “Shut Down”
- ❑ Once the laptop has completed shutting down, you may remove the thumb drive – this should be the first time you remove it!



8. Pack the following items into the laptop case

1) Laptop



2) Power Cord



Pack the following items into the laptop case CONTINUE

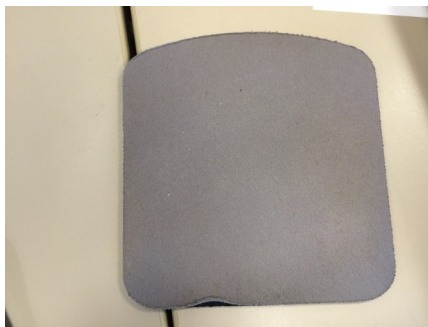
3) Magnetic strip reader



4) Mouse



5) Mouse Pad



6) Collect Cell phone from the Chair, and
put in the side pouch



7) Place the thumb drive in the small blue pouch with your tabulator prom pack to be sealed and sent with Chairperson to City Clerk's Election Unit.

9) LAST STEP !!!!

Place the thumb drive in the small blue pouch

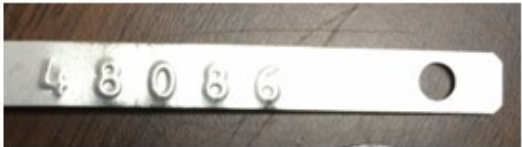


with your tabulator prom pack to be sealed and sent with Chair and Co-Chair to City Clerk’s Election Unit.

Blue Pouch → → → Prom Pack → → → Certificate



Horseshoe lock



All Done! Thank You for your service to the City of Lansing.

If you have any recommendations to the procedures or this documents, please contact our office at 517-483-4131. We always looking to improve.

